

DIVERSITY COUNCIL
JESSIE PARKER BUILDING, 1ST FLOOR, KNUDSEN TRAINING ROOM
MAY 22, 2008
2:30 PM – 4:30 PM

Agenda Item	Notes
Members Present	Mollie Anderson, Department of Administrative Services (DAS) Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE) Renee Hardman, Bankers Trust, Co-Chair Shirley Hicks, Iowa School for the Deaf, Retired Robin Jenkins, DAS-HRE Miguel Moreno, Department of Transportation Alba Perez, Greater Des Moines Partnership Walter Reed, Jr., Department of Human Rights Ralph Rosenberg, Civil Rights Commission Miriam Tyson, Iowa Department of Economic Development (IDED) Dinh VanLo, Tai Village, Inc. Stephen Wooderson, Iowa Vocational Rehabilitation Services (IVRS)
Members Absent	Preston Daniels, Employee and Family Resources, Chair Reginald Jackson, Wells Fargo Bank, N.A. Jim Larew, Governor's Office Jonathan Thorup, Department of Public Safety
Designee	Deborah Svec-Carstens, Governor's Office, sitting in for Jim Larew
Other Attendees	Judy Akre, DAS-HRE G. Dean Austin, Department of Public Health Sherry Barnard, Deaf Action Center, Interpreter for Shirley Hicks Susan Churchill, DAS-HRE, responsible for taking meeting minutes Beverly Clark, IDED Beverly Couch, IDED Joe Ellis, DAS-HRE Renaldo Ellis, Concerned Citizen Jesus Estrada, DAS-HRE June Froehle-Snyder, Department of Human Services Tomika Greene, DAS-HRE Mary Ann Hills, DAS-HRE Barbara Kroon, DAS-HRE Barb McClannahan, IVRS Brenda Reilley, DAS-HRE Chris Robinson, Department of Natural Resources Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks Bev Schmeling, IVRS Dawn Stohs, DAS-HRE Bill West, DAS-HRE Bryan Wood, Concerned Citizen
Agenda Items	I. Opening Remarks – Renee Hardman II. Review and Approval of Minutes of May 8, 2008 A. Council noted two corrections. B. Minutes approved.

Agenda Item	Notes
	<p>III. New Business</p> <ul style="list-style-type: none"> A. Alba Perez asked if the State had a list of standard interview questions. <ul style="list-style-type: none"> 1. Nancy Berggren said that DAS-HRE provides departments with a list of suggested interview questions. 2. DAS-HRE will send this list to the Council. <i>(The State's list of suggested interview questions is proprietary and available to Managers, Supervisors, and Personnel Assistants upon request. It is not listed on the State's website and, therefore, will not be placed on the Diversity Council's website.)</i> B. Mollie Anderson stated that the Asian Festival, which was held on the Capitol Complex, was a success. C. On Tuesday, May 27, 2008, Preston Daniels will attend Governor Culver's Directors' Meeting to provide an update on the Council's progress and encourage Directors to strive for diversity. <p>IV. The "Blue Eyes" Experiment – Miriam Tyson</p> <ul style="list-style-type: none"> A. Miriam Tyson discussed Jane Elliot's "Blue Eyes, Brown Eyes" discrimination experiment. B. Since the Council had already chosen Rizzo and Associates to conduct the State's diversity training, Miriam Tyson suggested that managers and supervisors view Jane Elliot's training video. C. The Council decided to create a library of information for future reference. D. While the Council could not recommend this training today, it decided to put the idea in the "library" and perhaps consider it in the future. <p>V. Subcommittee Reports</p> <ul style="list-style-type: none"> A. Report to the Governor – The two members of this subcommittee, Miriam Tyson and Walter Reed, discussed their plan. <ul style="list-style-type: none"> 1. They will draft an introductory letter with a list of topics to cover and then ask the Council for ideas. 2. The Report will contain a recap of the progress of all subcommittees. 3. Renee Hardman said that she would like to see a draft by June 19, 2008. B. State's Hiring Policies and Practices – Nancy Berggren spoke on behalf of the subcommittee. <ul style="list-style-type: none"> 1. State agencies sent in their Hiring Practices Report to DAS-HRE by February 1, 2008. 2. DAS-HRE staff reviewed the reports and will be contacting agencies to obtain additional data. 3. Once the data has been obtained, Nancy Berggren will ask the subcommittee to reconvene. 4. Miguel Moreno stated that a written report does not show the "human factor" in the interview process; Nancy Berggren suggested that the Council may want to recommend focus groups to address this point. 5. Walter Reed suggested comparing the hiring process of a position that is underutilized versus one that is not. C. Diversity Training for Entire State Workforce – Stephen Wooderson spoke on behalf of the subcommittee. <ul style="list-style-type: none"> 1. The subcommittee recommended diversity training for state employees in four phases: <ul style="list-style-type: none"> a. All-employee classroom-based diversity training. b. Periodic online refresher course. c. Supplemental departmental efforts. d. Topic-specific courses from DAS-HRE. 2. The Council approved the subcommittee's proposal. 3. Stephen Wooderson will draft a memo on behalf of the Council to give to Governor Culver. <ul style="list-style-type: none"> a. Preston Daniels will sign the memo. b. The memo and proposal will be given to the Governor's Office by May 30, 2008.

Agenda Item	Notes
	<p>D. Diversity Plans – Bill West spoke on behalf of the subcommittee.</p> <ol style="list-style-type: none"> 1. The subcommittee distributed an initial draft to the Council. <i>(Since this is an initial draft, it will not be placed on the Diversity Council's website.)</i> 2. The Diversity Plan, which is being combined with the Affirmative Action Plan, provides a template for state agencies to fill in requested data and submit to DAS-HRE by July 31, 2008. 3. The subcommittee didn't want to ask questions that had previously been asked in the Hiring Practices reports, which were submitted by agencies in February 2008. 4. The subcommittee looked closely at Governor Culver's Executive Order Four and made sure the template covered all required data: <ol style="list-style-type: none"> a. Hiring and Promotion Practices. b. Recruitment and Retention Plan. c. Diversity Training. d. Workforce Composition and Hiring Opportunities. e. Efforts of Agency to Encourage and Celebrate Diversity. 5. Alba Perez, a member of the Diversity Plans subcommittee, stated that the tone of this draft was different than the tone of previous working drafts. <ol style="list-style-type: none"> a. The subcommittee will reconvene to rework the document. b. The revised Plan will be sent to Council Members prior to the next meeting on June 12, 2008. <p>E. Employee Referral System – The subcommittee had nothing to report.</p> <p>F. Best Practices – Renee Hardman stated that Principal Financial or Mercy Medical Center will be the first business to speak to the Council on best practices.</p> <p>VI. Possible Dates for Public Forum via Iowa Communications Network (ICN) sites – Renee Hardman would like to discuss during the June 12 Council Meeting the mechanics of conducting a forum via ICN.</p> <p>VII. Public Comment</p> <ol style="list-style-type: none"> A. Renaldo Ellis asked if there is a specific time-frame for all job postings; Nancy Berggren answered that jobs must be posted for a minimum of ten days, but departments may choose to post them longer. B. Chris Robinson expressed his concern that the hiring team at the Department of Natural Resources (DNR) includes seven individuals, none of whom are people of color; he also asked if employees could voice their complaints with the Diversity Council. <ol style="list-style-type: none"> 1. Mollie Anderson suggested that Chris Robinson write a list of questions to Preston Daniels, who may then ask DNR for a response. 2. The Council did not specifically address Chris Robinson's question about employee complaints; however, his question prompted Renee Hardman to ask, "How will state employees know that we've made a difference?" (She would like to discuss this in a June meeting.)
<p>Items for Next Meeting</p>	<ol style="list-style-type: none"> I. New Business I. Subcommittee Reports II. Public Forum via Iowa Communication Network (ICN) Sites III. Public Comment
<p>Next Meeting</p>	<p>The next meeting will be held on Thursday, June 12, 2008, from 2:30 p.m. – 4:30 p.m. in the Grant Room on lower level of the Jessie Parker Building, 510 East 12th Street, Des Moines, IA.</p>
<p>Adjourned</p>	<p>Meeting adjourned at 4:35 p.m.</p>